

SUMMARY OF THE PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING SEPTEMBER 19, 2001

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, September 19, 2001, at 11:00 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address the agenda items as follow.

INTRODUCTION

Dr. Jackson called the meeting to order and introduced Anteon Corporation as the new scribe service that is replacing RTI.

REVIEW OF PREVIOUS MINUTES

The minutes from the teleconference held on August 22, 2001 were reviewed. It was recommended to strike everything after the second sentence in 1.9.2, Ethics Training. After updating the action items, the minutes were approved as amended.

FIELD OF ACCREDITATION TABLES

Dr. Jackson will continue preparing the tables. Following review by the Committee, the tables will be presented for discussion at the Interim Meeting.

Art Burton updated the committee on work completed thus far on the prep method table. Two additional extraction procedures will be added to the table. This table will be put on the agenda for the Interim Meeting.

DATA INTEGRITY PROGRAM

Mr. Burton updated the committee on the status of the work on Data Integrity. There will be a significant reduction of Section 1.9.1, Scope. The present explanation will be deleted and the language will be limited to what is found in the NELAC Standards. However, there still will be some sentences that introduce the four headings that follow (1. ethics training, 2. signed ethics agreements for all managers and analysts, 3. in-depth data handling surveillance, and 4. system documentation). He is still working on expanding the section on Ethics Training. Mr. Burton will have the substance found in Chapter 1 put into an abbreviated form, and the material in Chapter 5 expanded for our next meeting.

ANALYTE GROUPS

Dr. Jackson reported on the Proficiency Testing Committee's progress on Analyte Groups. It was agreed that the use of Analyte Groups may be more useful in proficiency testing than in Fields of Accreditation. Therefore, the Committee will await the decisions of the Proficiency Testing Committee, and will then consider adopting the same or similar analyte groups into the Fields of Accreditation.

FUTURE TELECONFERENCES

The next teleconference is scheduled for October 03, 2001, at 11:00 a.m., Eastern Daylight Time (EDT).

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 12:30 p.m., EDT.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 19, 2001**

Item No.	Action	Date to be Completed
1.	Submit comments on draft proposed addition (Section 1.9) to Mr. Burton.	Ongoing
2.	Dr. Jackson to continue to update the Field of Accreditation tables.	NELAC 7i
3.	Field of Accreditation Tables to be put on Interim Meeting Agenda	NELAC 7i
4.	Art Burton to revise chapters 1 and 5 of Data Integrity Program	10/03/01

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 19, 2001**

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